



Department of Housing and Community Development

October 16, 2007

NOTIFICATION OF VACANCY

**COMMUNITY DEVELOPMENT ADMINISTRATOR
(Program Administration Specialist II)**

POSITION #00236

LOCATION:

**DHCD
501 N. 2ND STREET
RICHMOND, VA 23219**

HIRING RANGE:

\$40,000 - \$55,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development seeks to fill a Community Development Administrator position for the Virginia Enterprise Initiative (VEI) Program located in Richmond. VEI is a community economic development program that supports micro-enterprise (business) development across the Commonwealth. This position provides technical assistance, training and funding oversight to the VEI network of micro-enterprise service providers (sites), whose clients have traditionally had limited access to capital. Responsibilities include: providing micro-enterprise development best practices to sites through on-site technical assistance, workshops, presentations and written communications; provide site management and monitoring to ensure fulfillment of program requirements and funding agreements; explore new microenterprise trends and best practices; develop and coordinate training based on network needs, to develop and maintain promotional material and develop PR opportunities for VEI and VEI sites. Position also provides technical assistance, grant monitoring and program support to the Regional Consortia Workforce Initiative.

QUALIFICATIONS GUIDE:

Considerable understanding of the goals and intent of the Virginia Enterprise Initiative. Thorough and technical understanding of comprehensive community economic development topics and strategies, including but not limited to the microenterprise field; to include micro-enterprise lending, business development and training; market analysis; CDFIs as well as concepts such as economic gardening and entrepreneurial communities and other innovative business development concepts. Considerable experience in developing and implementing program designs and program management manuals, policy options and recommendations. Must be detail oriented and have strong organizational skills; expertise in managing multiple priorities; an ability to work independently, as well as in a team setting; and strong communication skills in writing, public speaking and personal communication. Ability to initiate concepts and processes to facilitate the smooth operation of the program, including evaluation, program and funding oversight, and training. Considerable knowledge of word processing, database, spreadsheet and presentation software. Graduation from an accredited college or university with a degree in business, economics, economic development is preferred or related field or equivalent level of experience and training. Must be able to work overtime and travel frequently. Valid driver license required

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov>. THIS POSITION IS OPEN UNTIL FILLED.

*For additional information please contact our Human Resource Office, at (804) 371-7000
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